## Craig and Steve's Tip of the Day: Day 3

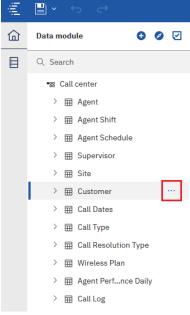
## How to handle leading zeros in Zip Codes in Uploaded Files

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Some zip codes in the United States contain leading zeros (e.g. 06533). Text file formats such as Excel or CSV remove leading zeros from numbers. If your data contains invalid zip codes (e.g. 6533), how can we add the leading zero back in?

## Method 1: Add the zeros in the data module

- The easiest way to solve this problem is to address it in a data module
- First, create a new data module that is based on your uploaded file
- In the data module, select the table that holds the zip codes and click the *More* icon:



- Select Calculation
- In the Name box, type Zip Code2
- In the Expression box, type:

case cast(length( Zip\_Code),varchar(1))
when '3' then '00' + cast((Zip\_Code),varchar(10))
when '4' then '0' + cast((Zip\_Code),varchar(10))
when '5' then cast((Zip\_Code),varchar(10))

end

• The dialog should look like this:

- Click OK
- In the table in the data module, a new field will be created that is based on the existing *Zip Code* field, but now leading zeros will have been inserted as required

## Method 2: Add the zeros in the Excel file

- Storing zip codes as strings instead of numbers in Excel or CSV files will solve this problem. This would be a more manual process than Method 1.
- In Excel, select the entire column that contains the zip codes
- Right-click the column and select Format Cells...
- On the Number tab, select Text, and click OK:

Categon: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	Number	Alignment	Font	Border	Fill	Protection			
General Sample Zip_Code Text format cells are treated as text even when a number is in the cell. Time Percentage Fraction Scientific Text Special Sample Zip_Code Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.		Angrimerie	TOR	boraci		motection			
Number Currency     Zip_Code       Accounting Date     Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.       Percentage Fraction Scientific     Signature       Text     Special	Category:								
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• Use the Find and Replace function to add in the leading zeros as required, like this:

Find and Replac	?	$\times$	
Fin <u>d</u> Rep	lace		
Fi <u>n</u> d what:	6533		$\sim$
R <u>e</u> place with:	'06533		$\sim$
		Op <u>t</u> ions	>>
Replace <u>A</u> ll	Replace Find All Find Next	Clo	se

**Warning.** You must complete these steps <u>before</u> uploading the file to IBM Cognos Analytics. If you have already uploaded the file, the data type for the zip codes will be *Integer*. The steps above will change the data type to *Text*. Uploading this new version of the file will not be successful. In this case, you will need to use Method 1 above to add in the leading zeros.